

# Forms Index

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<p><b>Form 1 Consolidated Voter's Affidavit</b> is used by voters who are required to complete an affidavit prior to voting. The reasons for completing the Form 1 are outlined on the form. Make sure the affidavit is completed in full. Form 1 is located in Envelope 3 and all completed Form 1's must be returned in Envelope 47E. Spanish, Chinese, and Hindi facsimiles are also available.</p>	<p>32, 38, 39, 40, 41, 57</p>	<p><b>Form 21 Supply List</b> contains the equipment, supplies and materials located in the Election Supply Carrier (ESC), all of which the judges will need to run the polling place on Election Day. If the phrase "if applicable" appears next to an item, it means that your ESC may not contain that particular item.</p>	<p>11, 12, 14, 67</p>
<p><b>Form 10 Ballot Receipt</b> is issued to all voters (except provisional voters) when they finish voting. For voters who use the touchscreen unit, the ballot receipts will be issued at Station #3 once the voter has returned the voter card. For voters who use the ballot scan ballot, the ballot receipts will be issued at Station #4 once the voter has returned the privacy cover and ballot marker.</p>	<p>46, 49, 50, 51, 54, 55</p>	<p><b>Envelope 47E Envelope for Return of Credentials, Oaths and Affidavits</b> – This includes all completed Consolidated Voters' Affidavits (Form 1) and Pollwatcher Credentials.</p>	<p>7, 8, 32, 67</p>
<p><b>Form 14 Applications for Ballot</b> is required to be completed by all voters who vote on Election Day. The application is a generic form and the voter's information is printed on a label (by the electronic poll book) and the label is affixed to the form. When a voter applies to vote, they will sign the form and the judges will compare the voter's signature to that stored in the electronic poll book. Once the comparison is made, the judges will initial and number the application and place it on the spindle.</p>	<p>10, 13, 32, 33, 34, 35, 36, 37, 38, 40, 41, 46, 47, 50, 51, 55, 56, 57, 58, 67 68</p>	<p><b>Form 80 Certificate of Results</b> is used to keep track of all ballots and votes cast. An Official Election Results Report (from the card activator) must be attached to each Form 80. The reverse side of the form contains information regarding write-in candidates and votes and must be completed by the judges. All judges of election must sign the Form 80.</p>	<p>59, 60, 61, 62, 64, 65, 66</p>

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Once completed, these forms are placed in Envelopes 65E, 66E, 71E, 72E and 73E. A completed Form 80, with an Official Election Results Report attached, must also be placed inside the transfer case.

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**Form 194 Judge of Election Pay Voucher** must be completed by all judges in order for the Board to issue payment for working on Election Day. The payroll voucher is located in Envelope 1 and must be returned to the receiving station in the black return bag. 1, 67

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**Form 255 Voting Instructions Sign** is placed, by the judges, in the metal, economy and lowered voting booths. Use tape to secure the signs to the booths. The sign is located in Envelope 2 and can remain in the voting booths when closing the polls. 18, 19, 20, 29, 43

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**Form 276P Provisional Voter Affidavit/Ballot Envelope** is used by voters who fall into certain categories. The affidavit is a 3-part form and must be completed by both the voter and a judge. The pink copy of the affidavit is given to the voter as a receipt. Form 276P also contains an envelope which will hold the voted Official Provisional ballot. On the reverse side of the affidavit is a plastic sleeve in which any supporting documentation (supplied by the voter) and the pre-printed application for ballot (Form 14, if any) should be placed. The Provisional Voter Affidavit/Ballot Envelope (Form 276P) is located in Envelope 3P. **NOTE: Provisional voters must be issued an Official Provisional ballot (paper ballot) located in Envelope 3P.** 32, 35, 43, 49, 60

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**Ballot Privacy Sleeve** – Used to provide secrecy of the ballot once the voter has completed voting. The privacy sleeves are located inside the ESC and should be returned to the ESC when the polls close. 46, 49, 54, 55, 56, 67

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**Official Election Results Report** is the tape produced by the voter card activator once the results from ballot scanner memory pack and touchscreen results cartridges have been consolidated. The tape is attached to each Certificate of Results (Form 80). All judges must sign at the bottom of the Official Election Results Report. 9, 64, 65, 66, 67

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**Correction Report, Form 15** – This form is included with the Applications for Ballot pad. If a voter or a judge finds an error on a voter’s application for ballot, the judge must make note of the error on the correction report. After the polls close, the judges must sign at the bottom of the completed report, tear at the perforated line and place at the top of the used Application for Ballot, Form 14, spindle. 32, 37, 67

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**Morning Zero/Report Tape** – The morning zero tape will automatically print once the ballot scanner is plugged in on election morning and must remain attached to the ballot scanner all day. When the ballot scanner is closed after all the ballots have been processed, the report tape will print. The report tape will contain the ballot error messages that occurred during Election Day and the unofficial results from the ballots processed by the unit. The morning zero/report tape should be removed from the ballot scanner and placed inside the transfer case. Do not give copies of this tape to anyone inside the polling place. 23, 61

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<b>Polling Place Administrator Payroll Card</b> – This form must be completed by the polling place administrator. No election judge should complete or sign this form. This form must be returned with the Judge of Election Pay Voucher (Form 194) in the black return bag.	5, 67	<b>Ballots</b> – There are two (2) different voting methods in each precinct. Official paper ballots are used for voters who choose to vote using the ballot scanner AND Official electronic ballots are on the touchscreen. Each voter can only choose one method of voting.	33, 34, 35, 36, 44, 46, 47, 48, 49
<b>Seals</b> – There are various seals included with the supplies and on the equipment. There is a Unused Seal Bag, located in the plastic sleeve on the ESC door, that contains the seals that you will use on Election Day. Also is the Broken/Used Seal Bag, located in the plastic sleeve on the ESC door, where seals that are removed must be placed and returned to the Receiving Station.	11, 12, 13, 14, 16, 21, 22, 25, 26, 28, 49, 55, 59, 60, 61, 62, 65, 66, 67, 88, 89	<b>Ballots in Split Precincts</b> – Split Precincts have more than one Ballot Style, which are created numerically. In Split Precincts, the judges of election must ensure that the proper ballot style is issued to the voter. The Application for Ballot, Form 14, includes the ballot style for each voter. Match the ballot style on the Form 14 to the ballot style on the Official Ballot. It is imperative that each voter is issued the correct ballot style.	47
<b>Form 3 Seal Accountability Form</b> – Form to be used to record and verify seal numbers placed on the voting equipment.  These forms are started at the Board’s warehouse, where seals that are placed on equipment are recorded. The judges must verify that the seals placed on the equipment by Board of Elections’ staff has not been removed or tampered with in any way, by reviewing and confirming the seal numbers on the Seal Accountability Forms.  Form 3 must be completed by the judges and returned, with the Broken/Used Seal Bag, to the Receiving Station in the Black Return Bag.	10, 11, 12, 13, 14, 16, 21, 22, 25, 26, 28, 55, 66, 67, 88, 89		